



Scanning Documents

Follow these guidelines when preparing documents to eFile with Iowa Courts.

Signature – Any filing requiring a signature must be signed in one of three ways: with an actual signature, the symbol “/s/” and the typed name, or a digitized signature. See Rule 16.306(4) for more information on using the “/s/” signature. All types of signatures also need the signature block of the filer

Page Layout – A document shall be in the upright vertical position when viewed. Margins shall include a 1” Margin at the top of every page of your document.

Document Type – A document must be converted to a portable document format (.pdf) before filing with the Electronic Document Management System, unless it is a Proposed Document, which then must be filed in a Microsoft Word editable format. More information is available in rule 16.409

Protected Information – When protected information is required by law to be included or is material to the case, the party shall redact the protected information in their document and record the protected information on a separate protected information form. See Rule 16.603 for more information.

Document Size – There is a 20 MB limit per document submission. Multiple documents can be submitted per case.

Color & Resolution – Documents should be scanned in black and white. Color scans should only be used on those items when it is essential to the case. Scanner resolution should be set to 200 dpi.

Notices to be sent when documents are Back Scanned – When documents are scanned, it is required to let case participants know that the case is now an E-file case. An Order for Case Conversion (ORCC) and a Notice of Electronic Registration (NOER) are sent to case parties. OR, if there are parties to the case that are already registered filers, an NEF can be sent to them with the ORCC.

So, the rule to remember is this:

1. The ORCC to ALL parties
2. The NOER to NON REGISTERED FILERS
3. The NEF to REGISTERED FILERS

The information contained in the training materials for the Iowa Judicial Branch Electronic Data Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.